

**California Prison Health Care Receivership Corporation (CPR)  
On Behalf of the California Department of Corrections and Rehabilitation (CDCR)**

**ADDENDUM**

**REQUEST FOR PROPOSALS**

**Health Care and Executive Recruitment Services  
For California Adult Prison Facilities**

**Questions and Responses**

The following questions have been submitted by potential Respondents to the above Request for Proposal.

- Q. Are you seeking firms that will contract on a contingency or retained basis?**
- Q. Is it the intent of the RFP to award this bid to a recruiting firm(s) who will work on 100% commission or is a retainer situation preferable?**
- Q. If this is a situation where the vendor will only be paid upon successful placements, will it be a % of 1st year salary? What is a reasonable %?**
- Q. Please provide detail regarding the cost proposal format.**
- A. It is up to the Respondent to propose a fee structure in their proposal to California Prison Health Care Services (CPHCS).**
- Q. Please provide data regarding the anticipated positions that will be requested through this procurement. Please provide a matrix per anticipated position that includes: how many FTEs, the locations and dates of the assignment.**

The classifications identified in the RFP are utilized in 33 adult institutions, three Regional offices, and at CPHCS headquarters. We are unable to anticipate which classifications and locations that will require recruitment assistance.

- Q. Estimate for the annual number of searches**
- A. We estimate that CPHCS may need assistance with up to 25 searches for candidates in various classifications during the duration of the contract.**

**Q. Is "correctional facility experience" a mandatory requirement?**

A. Correctional experience is not necessary.

**Q. Will the actual recruiters be expected to have to be on-site at client facilities?**

A. We not expect recruiters to be housed on-site at any of our offices or institutions, however, it is likely they would be expected to attend periodic on-site meetings or to tour facilities.

**Q. Are there current contracts in place providing the requested recruitment services? If so, what are the names of the current vendors? How long have the current vendors been providing recruitment services?**

A. There are no current contracts in place for recruiting services.

**Q. If multiple awards are made, will more than one vendor be awarded per position?**

A. It is possible that more than one vendor will be awarded per civil service classification.

**Q. Please provide details regarding the compensation package that will be offered to at-will civil service positions.**

**Q. What are the compensation ranges for the positions, particularly the Nurse Executive; Medical Executive; Chief Executive Officer, Health Care; Chief Deputy, Clinical Services, Correctional Facility (CF); and Chief Medical Officer (CF)? Is there any type of incentive compensation?**

**Q. Please provide annual salary and benefit information for all of the named positions in the RFP.**

A. Detailed descriptions for each classification, including salary information, can be found at [www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org). Salaries for the Executive Leaders (Nurse Executive; Medical Executive; and Chief Executive Officer, Health Care) have not been finalized.

Information regarding State employee benefits can be found at <http://www.dpa.ca.gov/benefits/index.htm>.

**Q. Do pages contained in the Appendices count in the 40 page total page count?**

A. Format criteria is set forth on page 7 of the RFP.

**Q. Are all positions subject to the Civil Service Selection Process and if so, where can we review what that would entail? Is there a website where we can review it?**

A. The positions are subject to all civil service hiring rules and laws. Information regarding the civil service hiring process can be found at [www.spb.ca.gov](http://www.spb.ca.gov).

**Q. Are all positions subject to completing a standard State Application (STD 678) and if so, what does that entail? Is there a website where we can review it?**

A. The Examination and/or Employment Application (STD. 678), also known as the Standard State Application, can be found at [www.spb.ca.gov](http://www.spb.ca.gov).

**Q. When did Mr. Kelso start?**

A. Mr. Kelso was appointed as federal Receiver on January 23, 2008.

**Q. How many recruitment firms was the RFP sent to?**

A. The RFP was sent to approximately 80 people.